**Job Acceptance Email**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ {dd/mm/yy}

Respected {Recipient Name} \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

It is with great pleasure and delight that I accept the job you have offered me of {post}

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at your esteemed organization {company name }. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I am grateful that you have considered me suited to the

responsibilities which this post entails, and I shall do my best to repay the confidence and trust that you have reposed in me. I wish to confirm some of the main tenets of the job offer letter you have mailed me, and they are as follows:

Date of joining: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary offered {basic}: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of commencement of training session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case there are any errors in the above information please let me know. I am looking forward to this job with eager anticipation, and I hope that I shall not disappoint you. Thanking you,

{Name} \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{Post} \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{Contact number} \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_